

CASTING CALL for

Theater Technical Director

(Non-Civil Service)



Hourly Wage	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$23.66	\$24.84	\$26.13	\$27.42	\$28.76	\$30.20

If you have talent in theater technical skills, public contact, interpersonal relations and supervision experience, then join the Torrance Cultural Arts Center as the next Theater Technical Director. The City of Torrance is seeking an organized, service oriented and motivated individual for this position to work autonomously in planning, organizing, assigning and monitoring the activities of staff involved in the technical operations of the Cultural Arts Center Theater and perform related work as required.

Located at the heart of the South Bay, the Torrance Cultural Arts Center combines modern design and natural beauty into a unique multi-purpose complex. Built for convenience and diversity, the Center houses meeting and banquet rooms, visual and performing arts studios, a 502-seat theatre, two spacious outdoor plazas and an authentic Japanese garden. This versatile environment allows groups to utilize a variety of accommodations to enhance the atmosphere of any event, from business meetings to social gatherings.

Minimum Qualifications

Any combination of education/experience that would be equivalent to:

Three years of progressively responsible experience in the technical operations of a performing arts facility; supplemented by technical courses in theater operations of a performing arts facility, such as courses in sound, lighting, props and background operations. Unique working conditions include the availability to work any shift including weekends and holidays as well as on-call for emergencies.

Ideal Candidate (In addition to the Minimum Qualifications)

The Ideal candidate will:

- Possess **supervisory skills** including hiring, training, counseling and discipline, as well as risk management and regulatory knowledge, such as OSHA.
- **Public Contact** and **Interpersonal Skills** which include renter relations and marketing, interaction with City employee and officials, as well as cooperation with outside agencies such as School Districts, Arts Foundation, etc.
- **Theater Technical Skills** including modern lighting and sound equipment appropriate for theater use as well as Knowledge of set construction and rigging systems (rigging certification preferred).

How to Apply

Interested candidates must submit an on-line application and supplemental questionnaire. The application filing period begins **Monday, April 14, 2014 at 7:30 a.m.** and closes **Thursday May 1, 2014 at 5:30 p.m.** Applications can be found at www.TorranceCA.Gov/523.htm#. Only those candidates who are best qualified will be invited to participate in the examination. This will consist of the following:

Written Exam — Qualifying

Oral Exam — Weighted 100%

If you have any questions please contact Jordan Rumery, Senior Business Manager of the Cultural Arts Center, at JRumery@TorranceCA.Gov

Please visit our webpage under Recruitment Status for updates and current information.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Benefits

- ♦ Paid vacation and sick leave
- ♦ Excellent Health, Dental & Vision plans, and Life Insurance
- ♦ Tuition Reimbursement Program
- ♦ Thirteen paid holidays
- ♦ Interest-free computer loan program
- ♦ Flexible spending which provides tax-free options for medical, dental and child care expenses
- ♦ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis
- ♦ Deferred Compensation Plan
- ♦ Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare

For more information regarding our Employee Benefits, please visit <http://cotttest.webs.com/>.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.



Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503 · www.TorranceCA.Gov

Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: jobinfo@TorranceCA.Gov



14019013 KF

**CITY OF TORRANCE
THEATER TECHNICAL DIRECTOR
SUPPLEMENTAL QUESTIONNAIRE
(Job Code 14019013)**

Your responses to the following questions in Parts One and Two will assist us in evaluating your qualifications for the position of Theater Technical Director. Please provide all the information requested below and attach this form to your employment application. Attach additional sheets as necessary.

Part One:

Please answer each of the following questions by circling or noting the appropriate responses.

1. Do you have a Rigging Certification (Desired-Not required)?

☐Yes ☐No

2. Have you worked with or programmed "intelligent" lighting equipment?

☐Yes ☐No

3. Have you worked in community-based productions?

☐Yes ☐No

4. Are you available to work weekends, evenings, and holidays?

☐Yes ☐No

5. Do you have experience with records maintenance?

☐Yes ☐No

6. Please indicate which Microsoft Office programs you have a functional skill level in:

☐Excel ☐ PowerPoint ☐Word

7. Are you familiar with OSHA regulatory requirements as they relate to the theater industry?

☐Yes ☐No

8. Please circle or otherwise indicate which theater technology disciplines you are experienced in:

☐Audio Engineering ☐Design and Construction

☐Lighting/Electrical ☐Stage Rigging and Carpentry

Part Two:

Please provide a **brief** (1-2 paragraphs maximum) answer to the following questions:

9. Please describe your experience maintaining, repairing, and inventorying theater equipment, including lighting, audio, or rigging equipment?
10. Please describe your experience as a supervisor or team leader. Include any experience training new or lower-level employees.
11. Please indicate your experience in working with the Public and in Customer Services. Who were your customers and what were your duties and responsibilities related to providing services to the public.